

CITY OF HAYWARD

PRINCIPAL PLANNER

DEFINITION

Provides support and advice to the Planning Manager in resolving problems, formulating policy, and developing the City's development review program, including administration of the zoning ordinance and related development regulations, and directing the processing of development permits; performs complex, advanced and technical work in the Planning Division in accordance with the City's General Plan and local, state, and federal statutes.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from that of Senior Planner by the greater complexity of the assignments received and by the requirement to supervise professional, technical and clerical staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Planning Manager.

Provides direct and indirect supervision to professional, technical and clerical staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

1. Responsible for evaluating the City's development review process, providing recommendations for improvement, and implementing adopted programs.
2. Performs complex, advanced and sensitive technical research and planning studies for the Planning Division.
3. Assists in the administration of the zoning, sign and parking regulations.
4. Provides direction to other professional and technical staff regarding the implementation of the California Environmental Quality Act.
5. Assists in the coordination of planning services with outside governmental agencies and citizens groups.
6. Develops forms and procedures for processing applications for zoning and development permits and other development processing activities, including maintenance of the City's permit software.

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7. Prepares and/or reviews reports and recommendations relating to applications for development and related code amendments and environmental assessment procedures.
8. Participates with a variety of City and regional boards, commissions, committees, study groups and task forces.
9. Prepares or directs preparation of reports, studies, analyses and recommendations for the Planning Commission.
10. Presents reports or recommendations to the City Council, Council committees, boards, commissions and other public bodies.
11. Establishes and maintains cooperative working relationships with the public and responds to inquiries and citizen concerns.
12. Meets with developers and the general public regarding development applications and processes to explain purposes, regulations, policies and accepted development practices.
13. Assists in budget preparation and administration and analyzes financial data as necessary to update Master Fee Schedule as it relates to the Planning Division.
14. Supervises, trains, and evaluates professional, technical and clerical staff.
15. As assigned, serves as Acting Planning Manager.
16. Othre related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. Theories, principles and practices of city, county and regional planning.
- B. Principles and practices of zoning administration, site planning, subdivisions, architecture, and landscape architecture, including the State Planning & Zoning Law, the California Environmental Quality Act and Guidelines and the Subdivision Map Act.
- C. State laws and municipal and county ordinances governing land use, zoning, subdivisions,

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and environmental regulations.

- D. General principles and practices of effective administration, budget preparation and personnel management.
- E. Computer applications and operation.

Ability To:

- F. Plan, organize, and coordinate complex planning projects and studies, and meet schedules and timelines.
- G. Work independently with little direction.
- H. Plan, prepare and supervise the work of professional and technical staff.
- I. Establish and maintain effective working relationships with the public, developers, consultants, governmental officials and public bodies.
- J. Interpret and apply zoning regulations and planning concepts to unusual or difficult land use problems.
- K. Communicate clearly and concisely, both orally and in writing.
- L. Read and interpret development plans and specifications.

EXPERIENCE AND TRAINING

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities are:

Experience:

Four years of increasingly responsible experience of a supervisory, administrative and professional nature in planning, development processing or a related field.

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Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in planning, public administration or a related field; a Masters degree is preferred.

SPECIAL REQUIREMENTS

Essential duties require the ability to work in a standard office environment, subject to travel to various locations and participation in meetings to conduct City business during day and evening hours.

PROBATIONARY PERIOD: One Year

791CS93

July 1993

Revised: July 2001

AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt